

## How to Apply for your Multiple Subject or Single Subject Credential

(for RYAN or "Old Program" candidates only)

### **Please follow the instructions below to apply for your Multiple Subject or Single Subject Credential**

1. Complete the attached "Request for RYAN MS or SS Credential" form. Make sure to include a CLEAR, CURRENT and ACTIVE email address that will not be discontinued within the next 3 months. This is critical for the completion of this process.
2. If you are applying for your Clear credential, please also include a copy of the front and back of your CPR card verifying completion of Adult, Infant, and Child CPR (Online CPR Certification NOT ACCEPTED). If applying for the Clear, also include transcripts for any clear credential classes (like Health Education, Special Education and/or Computer Education) completed at another institution; if you completed the courses at SSU, we will pull the transcripts.
3. *Fee for SSU students:* If you completed your preliminary credential at SSU or took at least one clear credential course at SSU, include a check or money order made out to SSU for \$25.00 with your application.
4. *Fee for Non-SSU Students:* If you completed your preliminary credential at an institution other than SSU and did not take any clear credential classes at SSU, include a check or money order made out to SSU for \$40.00 with your application.
5. Include a copy of the "Verification of Survey Completion" page you printed after completing the online CSU Exit Survey available at: [www.csuexitsurvey.org](http://www.csuexitsurvey.org) (**Please note:** *this applies only to candidates requesting their initial credential – does not apply to candidates who already hold a preliminary credential and are now clearing that credential*).
6. Assuming you have completed all requirements for the credential, you will receive an email from the California Commission on Teacher Credentialing confirming that we have recommended you for the Credential approximately 2 weeks after submitting your application to the Credentials Office. The email will be "from" the Credential Analyst at SSU and the "subject" will read: "[NOTICE] Application for New Teaching Credential". Print this email for your records as your employer may need a copy.
7. Follow the directions on the email to pay the required credential application fee and provide other required information. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be complete until this fee is paid.
8. In approximately 2 weeks after completing step 7 you will receive an email from the California Commission on Teacher Credentialing indicating that they have issued your credential. Print this email for your records as your employer may need a copy.
9. As of 9/01/08 the California Commission on Teacher Credentialing went paperless. Therefore, credentials are no longer being mailed out. However, once you receive the email from the CCTC you will be able to retrieve and print a suitable-for-framing copy of your credential from the following website [www.ctc.ca.gov](http://www.ctc.ca.gov).

**Please note:** If you have not met all requirements by the end of student teaching, please apply once your final requirement has been met. We cannot process credentials until ALL requirements have been met.

### **Return the COMPLETE application packet to Stevenson Hall 1078 or mail to:**

SSU, School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928.

Call (707) 664-3141 with any questions.

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### ***KEEP THIS PAGE FOR YOUR RECORDS***

***Date Submitted:*** \_\_\_\_\_

***Please update our office if you change your address.***

**Admissions & Records does not forward address changes to our office.**

**Sonoma State University**  
**School of Education**  
**Request for RYAN MS or SS Credential**

Please type or print clearly with ballpoint pen

Student's Last Name (PRINT)	First Name	Middle Name	Maiden/Former Name(s)
Daytime Phone		E-mail Address	
SSN		Date of Birth	
Student Address:			
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div>			
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
PROGRAM (please check one option):			
<div style="display: flex; justify-content: space-between;"> <div>Multiple Subject <input type="checkbox"/></div> <div>Multiple Subject BCLAD <input type="checkbox"/></div> <div>Single Subject <input type="checkbox"/> Please indicate Subject Area: _____</div> </div>			
Student Signature (REQUIRED)		DATE	

<b>Credential Analyst Use Only</b>
Date Submitted to CCTC: _____
By: _____

<b>For Office Use Only</b>
<input type="checkbox"/> Database
<input type="checkbox"/> Student File
<input type="checkbox"/> _____